

The Kentucky Board of Licensure for
Marriage and Family Therapists
November 20, 2014
Minutes

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on November 20, 2014.

Board Members Present:

Ms. Jane Prouty, Chair
Mr. Brien Hill
Ms. Mary Ellen Yates
Ms. Mary Badami
Ms. Carolyn Miller-Cooper
Ms. Marie Ruf
Ms. Karen Westbrooks

Board Members Absent

None

Occupations and Professions:

Marcia Egbert, Board Administrator
Amy Parker, Board Administrator (Shadowing)

Office of the Attorney General:

Angela Evans, Board Attorney

Visitors

Michelle Brimm, Licensee
Mr. Brimm, Husband of Licensee
Ken Hollis, Supervisor of Ms. Brimm

The November 20, 2014 meeting was called to order by Board Chair Jane Prouty at 12:31 p.m.

Mary Badami made a motion to allow the Board to move the application situation of the Michelle Brimm case to the beginning of the meeting so that she and her supervisor Mr. Hollis could return to work. Marie Ruf seconded the motion. Motion passed unanimously. Mary Badami gave a brief description of why Ms. Brimm and Mr. Hollis were requested to attend this Board Meeting. There were whiteouts on Ms. Brimm's logs where some hours were changed from group to individual, which the Board wanted clarification on. Ms. Brimm explained that on a previous review the Board had requested that Ms. Brimm correct her logs. After further review she realized that some of her group hours should have been individual. She whited out the hours on her logs, made the changes and resubmitted her logs. The Committee felt that it was an honest error. Mr. Hollis stated that Ms. Brimm was very co-operative and understanding and made the changes on her logs to help him. He and Ms. Brimm were very apologetic. Mary Badami made a motion that Ms. Brimm be issued a license as a Marriage and Family Therapist. Brien Hill seconded the motion. The motion carried unanimously.

The Board reviewed minutes from the October 23, 2014 Board meeting. Ms. Egbert requested that the Board accept a revised list of ratifications for the last meeting. She stated that due to the new database, some names were listed that were name changes, address changes, etc. which should not have been reflected in the ratifications. The mistake was realized after the last Board meeting. Mary Badami made a motion to

accept the minutes with the revised ratifications. Brien Hill seconded the motion. The motion passed unanimously.

The Board reviewed the FY14 Monthly Financial Reports for July 1, 2013 through October 31, 2014. Ms. Egbert asked Mary Ellen Yates if she received her Per Diem where her name was wrong on the last report. She stated that she had received her Per Diem. No further action taken.

O&P Report

Ms. Egbert reported for Executive Director Gordon Slone. She informed the Board that there are still issues and concerns with the new database that need to be addressed and apologized for the frustration that many licensees have experienced. The Commonwealth of Technology has made many changes and the process seems to have improved. They continue to work diligently on making the new renewal system better.

The Board Administrator vacancy has been filled. Jessica Parker will begin in that position beginning December 1, 2014.

Ms. Egbert informed the Board of the office holiday schedule.

Attorney Report

Ms. Evans informed the Board that she would be leaving the end of December. She won the election that she was running for and this requires that she resign from her position with State Government.

Ms. Evans stated that she will be leaving all documents she is working on in her office on the shelf and if the Board needs anything they can contact Ryan Halloran.

Ms. Evans reported that 201 KAR 32:035 in regard to Supervision of Marriage and Family Therapy Associates with an effective date of January 1, 2016 has now been approved by LRC. The direct link to the "green edition" (marked up edition) of the regulation is lrc.ky.gov/kar/201/032/035reg.htm. The next step in the process will be the "blue edition" which shows that it is in progress. The Board asked that Ms. Egbert have Gerald Lang post this link on the website so licensees can see what the changes are.

Ms. Evans stated that she is still working on 201 KAR 32:025 and 201 KAR 32:060 and all she needs are the forms.

Ms. Evans stated that she had given the Suicide Prevention Training changes and language to be used by the LPCC's to the Board at the last meeting. The Board tabled this item until they decide what they want to do with the information.

Old Business

Responses to all correspondence completed following the last Board meeting held on November 20, 2014 is indicated by the name and "Complete." A copy of the responses were included in the Board Member packet. All items that were completed that required

no further action following the last meeting have been deleted. Items that were tabled from the last meeting and discussed with action taken today are reported below:

- a. The new exam changes will not require any regulation changes. Ms. Prouty and Ms. Egbert created the answer of how to take the exam in the Frequently Asked Questions found on the website which included information on how the licensees must register with the Board Office in order to be made eligible to take the exam. The licensee must request to take the exam from the Board Office. Ms. Egbert will then send a letter to the licensee with instructions on registering for the exam and the code that they must use. Testing will be done the third week of each month but the licensee must register by the first of the month prior to the testing month. Information on how to register is also available on the homepage of the website.
- b. Forms – All forms have been completed except CEU Approval Forms. Ms. Egbert will make the changes requested for review at the December meeting.
- c. Meeting Dates - Marie Ruf made a motion that the Marriage and Family Therapy Board continue to meet on the 4th Thursday of each month except in November and December which they would meet on the 3rd Thursday. Karen Westbrooks seconded the motion and it passed unanimously.
- d. Board Member Reports -
 - 1) Associate Online Renewals – Upon suggestion from Mr. Slone, the Board took the opportunity to remove the ability for Associates to renew online.
 - 2) Fee Structure for CEU's – Change review process for CEU's – The CEU Review Committee presented several suggestions for changes in the fees for CEU's. After a lengthy discussion, the fees for CEU's were tabled until the first quarter of 2015. The CEU Review Committee is going to work on several fee change suggestions by the Board including Non-profit CEU fees, Individual CEU fees, General Provider CEU fees, website guidelines for the CEU process, defining Section 7 in the regulations under Continuing Education, form requirements, etc. Any ideas from the Board members to address these problems would be appreciated.
 - 3) Number of opportunities to take the national exam and a ceiling on the number of years as an Associate. Mary Badami reported that she is in the process of checking with other states to see what they do and will report back in January when she has compiled all the information she receives.
 - 4) Requirement of 10 hours of CEU's for Associates – Mary Ellen Yates reported that there were quite a few con's on requiring Associates to obtain CEU's including: the Associates are not allowed to renew online which means that the Board/Committees would still need to review every Associate renewal and check all CEU's submitted, additional work for the supervisors who are responsible for overseeing all of the Associates work, etc. After discussion it was suggested that the Board put the statement "Currently Under Discussion" on the website where the letter that informed the licensees that this was going to happen until a decision is made on how the Board will proceed. Ms. Egbert will ask the IT person to put this statement on the website.

- 5) Suicide Training issue to include statement on forms, tracking, regulation change – Brien Hill left his report at home but one item on his report was to put the date of the most recent 6.0 hour CEU training on the renewal forms of both LMFT and Associate renewal forms. He stated that he would report back at the next meeting with additional research.
 - 6) Task Forces – Ideas for general guidelines – Ms. Prouty stated that she may decide to send some of the Board issues to a Task Force. She tallied the Board's priority assignments and the list follows with the top priority first to last priority listed last. She further identified the top priority to be addressed in January through the last priority being addressed in May:
 1. CEU fee
 2. Exams
 3. Associate CEU's
 4. Board organization
 5. Suicide training

#1 task: January
#2 task: February
#3 task: March
#4 task: April
- e. Follow-Up to Tina Parker – Complete
 - f. Follow-Up to John Strachan – Complete
 - g. Follow-Up to Margaret Favata - Complete

New Business

A letter from Derek Bowers regarding the “undue burden” of meeting with his supervisor since he moved and his request to do two of his supervision hours over a secured web-based platform. After discussion, Karen Westbrook made a motion to deny Mr. Bowers request. Carolyn Miller-Cooper seconded the motion which was passed unanimously. The Board gave Mr. Bowers the option to meet one time a month for four hours. Ms. Egbert will inform Mr. Bowers of the Board's decision.

An e-mail was received from Mary Thieneman, a provider of CEU's, in regard to the CEU Application Requirements. She stated that “approved with provisions” on the submitted CEU was new to her and she was inquiring about any new regulations that are in place on CEU requirements that the providers needed to know about. She also questioned the item of “How will this training be disseminated?” She stated that all of her trainings were open to the public. The Board stated that some submitted CEU's are done as in-service and those CEU's are not allowed. The Board also stated that items requested by the Board must be submitted in order for the Board to approve the CEU's. If required items are left off of the application, the application will be “deferred.” The provider must submit the missing items or corrected form to the Board Office and it will go back before the Board for review at the next scheduled meeting. If there is a minor item that needs to be corrected on the application, the Board will approve it “with provisions” which means the provider will be contacted with the problem and the

provider can make the changes requested and submit the application back to the Board Office. Once it is received the application would automatically be approved. The Board stated that they plan to send a letter to all providers when all of the fee schedules and new applications are completed.

An e-mail was received from Susan Eichenberger requesting a grace period to submit proof of supervision requirements. Carolyn Miller-Cooper made a motion to deny the request. Mary Badami seconded the motion and it passed unanimously.

An e-mail from John Lentz questioning the requirements for proof of Supervision Status was received and reviewed by the Board. No action was taken.

Status Report as of 10/22/2014

- Active Licensees for Marriage and Family Therapist.....545
- Active Permits for Marriage and Family Therapy Associates.....146
- Total Active Licensees and Permits.....691
- Total Inactive Licenses.....8

Marie Ruf made a motion to go into closed session at 3:05 p.m. seconded by Brien Hill. Motion passed unanimously.

Complaints/Other Legal Matters

- 2014-003 – Pending
- 2014-005 – Recommendation that Board go forward with a formal complaint
- 2014-007 – Recommendation that Board send this complaint to the investigator

A letter was received from Sally Digiovanni in regard to the Final Order of Complaint #2013-007 and the requirement for her to do additional CEU's in Ethics and submit them to the Board by February, 2015. She has not been able to find any Ethic training on the topic required and asked the Complaint Committee for help in finding the appropriate CEU's. The Complaint Committee will help Ms. Digiovanni find the appropriate CEU's.

Carolyn Miller-Cooper made a motion to come out of closed session at 3:30 p.m. seconded by Karen Westbrooks. Motion passed unanimously.

Marie Ruf made a motion that the Board accept the two recommendations of the Complaint Committee seconded by Brien Hill. The motion passed unanimously.

Application Review

Mary Ellen Yates made a motion to approve all remaining applications, renewals, audits, inactive status requests and Provider Applications as reviewed by the Committees which met today. Carolyn Miller-Cooper seconded the motion and it was approved unanimously.

Mary Ellen Yates made a motion to approve all ratifications of applications, renewals, audits and Provider Applications reviewed by Committees prior to this meeting. Brien Hill seconded the motion and it was approved unanimously.

Associates:

The following applications for Marriage and Family Therapy Associates were approved: *Kensi E. Duszynski, Lisa R. Nugent, Melissa M. Pruett*

The following applications for Marriage and Family Therapy Associates were deferred: *Michael W. Gannon, Emily Schrodtt*

The following Plans of Supervisions for Marriage and Family Therapy Associates were approved: *Sharon Arflin, Carol Anne Autry, Michele Beaudet-Miller, Kristina Dugger, Anita D. Evans, Rachel D. Gilbert, Brandie M. Grisham, Jenna Yoder*

The following Renewals for Marriage and Family Therapy Associates were approved: *Emily Keal, Dana K. Kearns, James M. Peters, Rebekah Sidebottom, Melissa Smith, Jenna Yoder*

The following Renewal for Marriage and Family Therapist Associate was deferred: *Terry R. Baker*

The following Renewal for Marriage and Family Therapy Associates was approved with provisions: *Desiree Brown-Daughtry*

LMFT:

The following applications for Marriage and Family Therapist were approved: *Michelle Brimm, Marta Smith McKinnon, Lee Alan Roussel, Camilla Smith*

The following Renewal Audits for Marriage and Family Therapists were approved: *Kathy Roepke, Mary Ellen Yates*

Ratification of Online Renewals from 10/23/2014 thru 11/19/2014 for Marriage and Family Therapist were approved: (See attached list.)

Continuing Education Applications were reviewed. They will be posted on the website as soon as possible at <http://mft.ky.gov> under Resources/Continuing Education. The Board stated that in the future that any CEU's that are received and the Board has asked for additional information and the sponsor has not responded to us before the date of the workshop, the CEU application will be denied. CEU's that had been deferred in 2014 in which the Board Office did not receive the missing information requested will be marked as denied and filed accordingly.

The next meeting of the Marriage and Family Therapy Board has been scheduled for December 18, 2014 beginning 12:30 p.m. at 911 Leawood Drive, Frankfort, KY 40601. Committees will meet at 8:30 a.m. Mary Badami reported that she will not be attending the December meeting.

Marie Ruf made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on November 20, 2014. Mary Ellen Yates seconded the motion. The motion passed unanimously.

Chair Jane Prouty adjourned the meeting at 3:35 p.m.

Respectively Submitted:

Marcia Egbert, Board Administrator

Ratification

10/23/2014 -

11/19/2014

Licensee: Last Name	Licensee: First Name
Blanton	Erin
Conley	Marydora
Crowson	Travis
D'Ambrosio	Joseph
Davis	Elizabeth
Davisson	Susan
Defrancisci	Rosemary
Dowdell	Aaron
Frey	Laura
Gregory	Tonya
Hord	Robin
Jones	Milfred
Joy	Jason
Marks	Julie
Moss Salathe	Megan
Neal	Frances
Page	F
Peirce	Erin
Phelps	James
Raby	Karen
Rice	Lisa
Roberts	Matthew
Schinke	Jennifer
Sterrett	Emma
Sutter	Julianne
Wheeler	Jennifer
Winstead	Barry